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Attachment 4 to FE

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SUBJECT: Letter of Instruction for Chief,

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1. Technical Matters. The whole range of technical equipment available to [ ] needs constant research and review. We need to look two ways; at the present problems and into the future. The DTA Staff should keep constantly informed on the state of the art, on engineering breakthroughs in every field of technical services and to what equipment will be available in the future. Concomitantly the staff must dig into problems now facing the Stations and their surrogates, the Branches, to help isolate difficulties and assist the operating elements in finding the necessary solutions. The staff, however, should not waste time duplicating the work being done by the Branches in direct liaison with [ ] or any other office. The Branches already have great experience with their operations and do not need a fifth wheel to keep rolling. The DTA, moreover, will not act as liaison for the Branches with other Agency elements or exercise approving authority over technical activity being carried on by the Branches. The Staff, rather, should look ahead of current operations and seek new solutions while, at the same time, undertake to educate the Branches on present techniques so that opportunities are not overlooked through case officer ignorance. The Staff, after consulting with the Stations and the Branches, will periodically report on Division progress in technical matters. Although other reports may, from time to time become necessary, the DTA should at minimum submit to CFE a monthly report covering FE Division progress on technical development. Please devise a format to cover:

a. Areas where available technical equipment does not meet FE standards or requirements.

b. Field reporting on technical matters.

c. Division liaison with and tasking of [ ]

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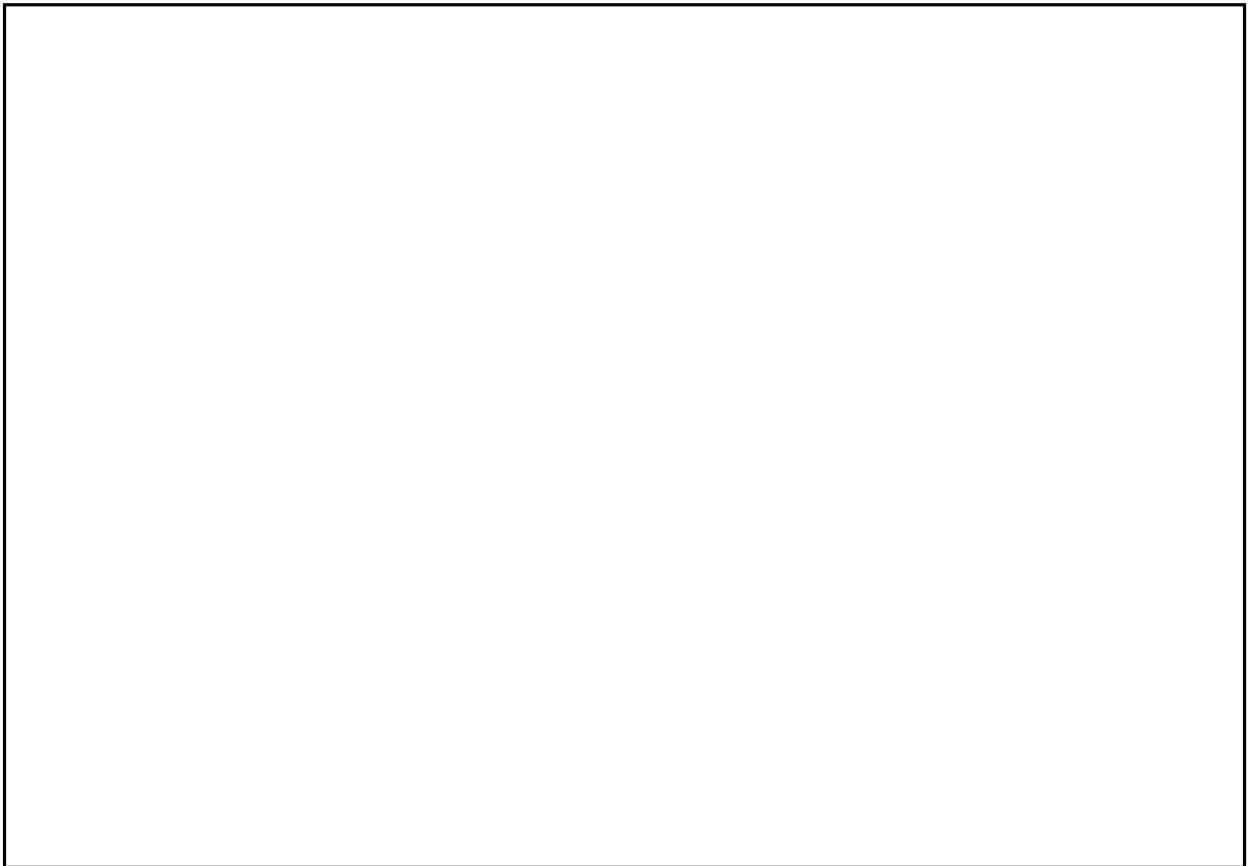
d. Division future planning for technical hardware and services.

e. Division recommendations for the training of personnel in technical fields (the training itself will be administered by PEM). Your staff, moreover, should be alert to outstanding case officer initiative in using technical equipment, so that tangible rewards will go to the officer concerned.

25X1A. 2. The Chief, DTA will be the Division's Technical Requirements Officer (and represent the Division on [ ] Technical Requirements Officers' Committee) and will prepare the staff work for CFE who is a member of the Technical Requirements Board.

3. Besides such technical matters your staff should look into other special activities of the Division. There are certain operational tasks which, while performed by the Branches and Stations, should be monitored by you. These tasks affect our Stations and, therefore, cannot be adequately watched at the working level. They include:

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4. Your staff will from time to time be asked to initiate new programs as they become apparent to CFE or the Staffs and Branches of the Division. You should be responsive to Branch requests for programs where the Branch sees a need but does not have the capability, time or authority to undertake the program.